



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS-XS

1 4 JUN 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority

1. This policy letter supersedes memorandum ATCS-XS, subject as above, 3 Mar 10 and is changed as follows.

a. Adds Policy Letter 18, TRADOC School/NCO Academy Guidance on Entering into Agreements with Civilian Colleges and Universities, dated 10 Jun 10.

b. Adds Redelegation of Authority – Recruitment, Relocation, Retention, and Enhanced Retention Incentives, dated 3 May 10, which supercedes Delegation of Authority to Approve Civilian Recruitment, Relocation, and Retention (3Rs) Incentives, dated 2 Mar 09.

c. Updates the following delegations to reflect LTG Sterling, DCG/CoS, as the addressee: Delegation of Article 15 Authority, Delegation of Approval Authority for Premium-Class (Less Than First-Class) Travel; Delegation of Authority to Approve or Disapprove Accompanying Spouse Travel; and Delegation of Approval/Disapproval Authority of Inspector General Reports. All delegations are dated 3 May 10.

2. TRADOC policy letters.

a. TRADOC policy letters apply to all subordinate activities, schools, centers, and headquarters staff offices. Policy letters:

(1) Provide policy concerning special interest areas when required by HQDA (such as equal opportunity and prevention of sexual harassment).

(2) Communicate the highest level of command interest in areas that may or may not be covered in Army publications.

(3) Provide an interim forum for publishing policy. Proponents will staff and incorporate the policy in the appropriate TRADOC publication within 6 months after the issuance of the policy letter. Once the policy is published within a TRADOC publication, the policy letter will be rescinded.

b. The Command Group Actions Office, Staff Actions Division, will assign a number to approved policy letters. A complete file of all approved policy letters is maintained

ATCS-XS

SUBJECT: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority

on the TRADOC homepage at <http://www.tradoc.army.mil/sgs/CMDPolicyLetters/PolicyLtrsRestr.htm>.

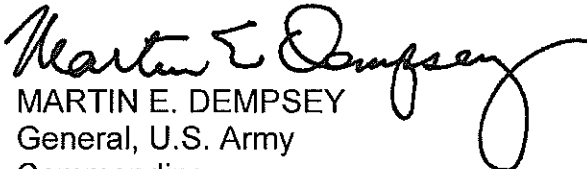
c. Policy letters will remain in effect for 2 years from the published date. At the end of the 2 years, proponents will review their policy letters to ensure they are still valid and resubmit for my approval.

3. Delegations of authority designate authority commensurate with responsibility, and reduce paperwork at higher levels for matters that can be decided at lower levels. Delegation of authority memorandums will cite the Army regulation paragraph(s), as appropriate.

4. Enclosed is a listing of command policy letters (Encl 1) and delegations of authority (Encl 2) in effect at TRADOC.

5. Point of contact is Command Group Actions Office, Staff Actions Division, DSN 680-2513, (757) 788-2513, monr.atcs@conus.army.mil.

2 Encls


MARTIN E. DEMPSEY
General, U.S. Army
Commanding

DISTRIBUTION:

Commander

U.S. Army Accessions Command

U.S. Army Combined Arms Center

Centers of Excellence

DCG, Initial Military Training

Commandants, TRADOC Schools

Director

Army Capabilities Integration Center

U.S. Army TRADOC Analysis Center

U.S. Army Aeronautical Services Agency

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

TRADOC Command Policy Letters

Policy Number	Subject	Proponent	Date
1	TRADOC Policy Letters and Delegations of Authority	SGS	3 Mar 10
2	Commander's Open Door Policy	SJA	2 Mar 09
3	Ethics Program	SJA	2 Mar 09
4	Strengthening Resilience and Preventing Suicide	Surgeon	18 Mar 09
5	Reasonable Accommodation	EEO	2 Mar 09
6	Equal Employment Opportunity (EEO)	EEO	2 Mar 09
7	Anti-Harassment	EEO	2 Mar 09
8	Equal Opportunity	EO	2 Mar 09
9	Consideration of Others (CO2) Program	EO	2 Mar 09
10	Equal Opportunity Complaint Process	EO	2 Mar 09
11	Guidance and Restrictions on TRADOC-Sponsored Conferences	DCS, G-3/5/7	2 Mar 09
12	Civilian Leader Development Program (CLDP)	DCS, G-1/4	2 Mar 09
13	Command Supply Discipline Program	DCS, G-1/4	2 Mar 09
14	Prevention of Sexual Harassment	EO	2 Mar 09
15	Unauthorized Commitments	DCS, G-8	2 Mar 09
16	Foreign Military Personnel Award Recommendations	DCS, G-1/4	20 Mar 09
17	Fair Labor Standards Act (FLSA) Responsibilities	DCS, G-1/4	28 Apr 09
18	TRADOC School/NCO Academy Guidance on Entering into Agreements with Civilian Colleges and Universities	INCOPD	10 Jun 10

Encl 1

TRADOC Delegations of Authority

Subject	Proponent	Effective Date
Delegation of Compensation and Classification Authority for the National Security Personnel System (NSPS)	DCS, G-1/4	3 Jan 08
Compensation Policy for HQ TRADOC, ARCIC, and Field Operating Agencies (FOAs) Serviced by the Fort Monroe Civilian Personnel Authority Center (CPAC)	DCS, G-1/4	4 Jan 08
Delegation of Authority to Establish Compressed Work Schedules (CWS)	DCS, G-1/4	15 Jan 08
Delegation of Authority for Aviation-Related Waivers	DCS, G-3/5/7	7 Jan 09
Delegation of Authority for Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP), and VSIP Pay Phase II	DCS, G-1/4	29 Jan 09
Delegation of Authority, TRADOC Accident Investigation Reporting	Safety	2 Mar 09
Delegation of Authority, Administrative Control of Funds	DCS, G-8	2 Mar 09
Delegation of Authority, Certification of Annual Financial Report	DCS, G-8	2 Mar 09
Delegation of Authority to Endorse Defense of Freedom Medal Nominations	DCS, G-1/4	2 Mar 09
Delegation of Authority and Responsibility for Continuity of Operations (COOP) Program Oversight	DCS, G-3/5/7	2 Mar 09
Delegation of Approval Authority for Fort Benning Parachute Demonstration Team Performances	PAO	2 Mar 09
Delegation of Authority to Accept Gifts to Individuals	SJA	2 Mar 09
Delegation of Authority to Approve Attendance of Military and Civilian Personnel at Non-Federal Entity (NFE) Meetings	SJA	2 Mar 09
Delegation of Authority - Secretary of Defense Medal for the Global War on Terrorism (GWOT) Medal	DCS, G-1/4	2 Mar 09
Delegation of Authority, Military Training with Foreign Military Personnel	AAC	2 Mar 09
Delegation of Authority to Waive the Limitation on Donating Annual Leave in the Army Civilian Voluntary Leave Transfer Program (VLTP)	DCS, G-1/4	2 Mar 09

Encl 2

Delegation of Authority to Approve Professional Liability Insurance (PLI) Reimbursement Requests	DCS, G-1/4	2 Mar 09
Delegation of Authority to Disapprove and Downgrade Military Awards	DCS, G-1/4	20 Mar 09
Delegation of Award Approval Authority to Award Defense Decorations	DCS, G-1/4	20 Mar 09
Delegation of Authority for Superior Qualification Appointments	DCS, G-1/4	13 Apr 09
Delegation of Authority for Employment of Annuitants	DCS, G-1/4	27 May 09
Delegation of Signature Authority, Academic Degree Training	DCS, G-1/4	7 Jul 09
Delegation of Authority to Act as Initial Denial Authority (IDA) for Freedom of Information Act (FOIA) and Privacy Act Requests	DCS, G-6	9 Jul 09
Delegation of National Security Personnel System (NSPS) Authorities	DCS, G-1/4	24 Aug 09
Delegation of Authority for Performance-Based Pay and Performance Management Authority and TRADOC Pay Pool Business Rules	DCS, G-1/4	16 Sep 09
Delegation of Authorities for the Defense Civilian Intelligence Personnel System (DCIPS)	DCS, G-1/4	26 Oct 09
Delegation of Authority to Approve U.S. Army Awards of the Legion of Merit and Below	DCS, G-1/4	1 Mar 10
Redelegation of Authority – Recruitment, Relocation, Retention, and Enhanced Retention Incentives	DCS, G-1/4	3 May 10
Delegation of Article 15 Authority	SJA	3 May 10
Delegation of Approval Authority for Premium-Class (Less than First-Class) Travel	DCS, G-1/4	3 May 10
Delegation of Authority to Approve or Disapprove Accompanying Spouse Travel	DCS, G-1/4	3 May 10
Delegation of Approval/Disapproval Authority of Inspector General Reports	IG	3 May 10